



Microsoft Home Use Program January 2011

You are now eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer

Under the Home Use Program, all KDOA employees who are users of qualifying applications at KDOA (such as Office 2007) may acquire a licensed copy of the corresponding Home Use Program software (such as Office 2010) to install and use on a home computer. You may continue using software as long as you are employed by KDOA and as long as the corresponding software you use at work has active Software Assurance coverage. If you leave employment at KDOA you must remove the software from your computer.

The cost is approximately \$9.95 for the software license and \$12.00 to receive the software on DVD media. Please note that the HUP software you receive through this program is not covered by KDOA's software assurance, although the software you use at the office is.

Please note that some product and language versions may not be available at the time you place an order. For up-to-date information on the availability of Home Use Program software, please visit <http://microsoft.com/licensing>.

To access the Microsoft Home Use Program Web site:

1. Go to <https://hup.microsoft.com/> web site.
2. Select the country from the list (almost at the bottom) to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your KDOA e-mail address (*such as john.doe@aging.ks.gov*) and insert the following in the program code box, 1937B944C3.
Note: This program code is assigned to KDOA for our sole use in accessing this site. Please do not share the program code with anyone outside KDOA.
4. Microsoft will respond directly to you via your work email account. The email will look something like this:

From: "Microsoft HUP" hup.us@digitalriver.com

Subject: Microsoft HUP: Shopper account information, activation required.

5. Open the email that you received and click on the green "Buy Now" button. You will need to have a credit card ready to purchase the software.

6. After you click the “Buy Now” button, you will be redirected to the Microsoft Home Use Program store.
7. Select the software you want to purchase. Currently the following is available.
 - a. Office Professional Plus 2010
 - b. Office 2011 for the Mac.
8. When you have selected your software proceed to the ‘Check out’. At this time you can select to buy the DVD media for backup. Otherwise you will have to download the software. I would suggest that you purchase the DVD media.
9. Fill out your billing, shipping and credit card information. Be sure you review and check the box at the bottom of the screen for terms and conditions. Otherwise your order will not be accepted.
10. After your order is placed you will have the option to download the software. Print the order confirmation page. ***This has your product key. This product key is critical to keep. Every time you install your software you will be asked for this key. Keep it in a safe place for future use. Don’t download this software onto your work computer. You will have no way to install it, download the software at home. If you select to purchase the media you will install from the DVD and will not need to download the software.***